

Use this workbook to help organize a village wastewater committee and for determining how to approach wastewater solutions for your village.



Department of Environmental Conservation (DEC)

Department of Housing and Community Development (DHCD)

# **Getting Organized**

<b>✓</b>	DO YOU HAVE:
	A diverse and committed wastewater committee?
	A committee formally created or endorsed by the
	Selectboard?
	A committee that includes a member of the selectboard,
	planning commission or other town official or staff?
	A town plan that addresses wastewater needs in the village?
	A town plan approved by the regional planning commission
	and a confirmed planning process?
	A town planning fund that will allow you to match state grant
	funds?
	A vision for what you want your village to be?
	Village Center designation from the state?
	A survey of village residents, businesses and property
	owners to understand their water/ wastewater needs and
	concerns?
	A statement articulating why you need wastewater solutions?

### **Getting Organized**

# An effective wastewater committee includes people with diverse skills and traits:

- organized
- enthusiastic
- ☐ has a stake in finding solutions
- □ has time
- persuasive
- □ well-connected
- provokes and questions
- □ has relevant knowledge
- ☐ has an official role in the town
- □ Other characteristics you need:

#### Wastewater Advisory Committee for Warren

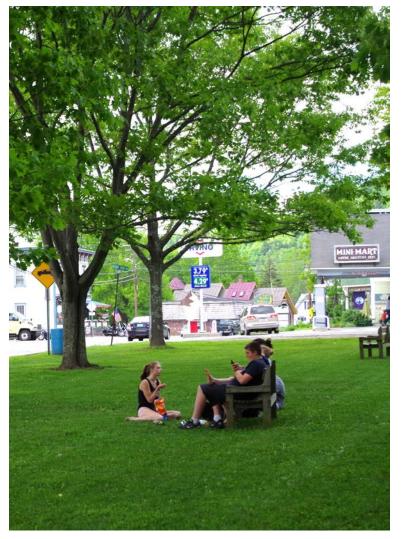
**Village** – a.k.a. the "sewer rats," achieved successful wastewater solutions through community involvement.

- Created by selectboard
- Included several village residents, a selectboard member and town staff
- Included some members who were wary of the project
- Door to door surveys to learn about wastewater needs and issues
- Kept survey and property information confidential
- Informed townspeople of the importance of wastewater treatment and the proposed solutions
- Held neighborhood pot lucks and other outreach to discuss results of studies



Wastewater management in Warren Village now includes a large shared system at the elementary school, two smaller shared systems, and some individual systems.

# What are Your Community Goals?



Rochester invested in a soil-based wastewater system that supports business and homes in the village center

- Revitalize village businesses
- □ Redevelop and reuse existing buildings
- Improve housing options
- ☐ Enable new development on vacant sites
- □ Retain value of existing homes and businesses
- Protect existing drinking water supplies
- □ Eliminate wastewater releases into river/lake/groundwater
- Work together to solve wastewater problems
- Other:

# **Village Uses Now and in Future**

Use	Existing	Hope to have	Wastewater Needs
Single family homes			
Multifamily homes			<b>A A</b>
Senior housing			<b>A A</b>
General store			
Cafe			
Bakery			
School lunch			
Restaurant			
Pub & brewery			
Health care facility			
Hotel/motel			
Offices/bank			

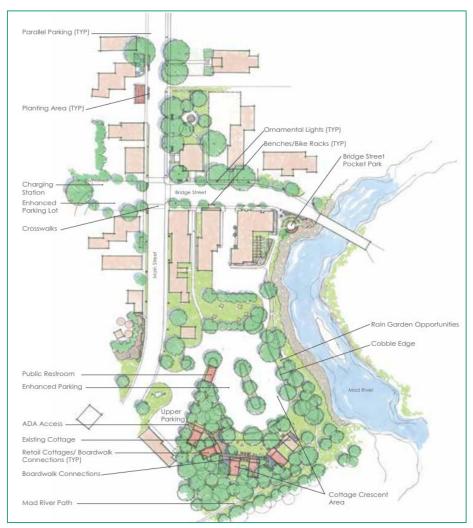
### Village Uses (continued)

Use	Existing	Hope to have	Wastewater Needs
Town hall			
Library			
Community center			
Gas station			
Retail			
Light industrial			
Food processing			<b>A A</b>
Public toilet/shower			
Other Uses:			

**Vermont Wastewater System and Potable Water Supply Rules** – detail on the volume anticipated for permitting various uses. See tables on pages 66-72:

http://dec.vermont.gov/sites/dec/files/documents/dec-wastewater-system-and-potable-water-supply-rules-2007-09-29.pdf

### Vision for the Future



Waitsfield addressed village economic recovery and flood resilience in this community-driven master plan while implementing their wastewater solutions.

# Stimulate a community conversation:

- □ Determine Strengths, Weaknesses,Opportunities and Threats
- Inventory and map what exists: businesses, homes, gathering places, vacant parcels & structures, building constraints, problem sites, etc.
- Map any future plans for the village: sidewalks, parks, public buildings, anticipated development, etc.
- Meet with property owners to determine their needs and aspirations
- □ Hold one or more public design and visioning workshops to generate concrete ideas for village improvements

Will you MAINTAIN, EVOLVE or TRANSFORM your village?

### Path to Wastewater Solutions for Villages

TYPICAL ENGINEERING STUDIES

#### Pre-Engineering Tasks

Help for a local wastewater steering committee

#### What do you want?

- Identify community vision for future of village
- Survey businesses & residents on plans for future

#### What do you need?

- Survey locations and status of existing wells and septic systems
- Identify permitting and enforcement concerns including archeological
- Test wells to determine if there is contamination

### What solutions are possible?

- GIS analysis of soils and environmental constraints
- Preliminary soil tests
- Investigate available technologies

#### **How to Proceed?**

- Define a scope of services
- Discuss with community and key stakeholders
- Select an engineering consultant
- · Obtain funds for engineering

#### **Feasibility Study**

# Hire an engineering firm Determine existing conditions:

- Review work to date
- Conduct soil tests and other site investigations (obtain archeological review)
- Conduct environmental review

### Identify alternative wastewater solutions

 Propose 3 or more alternatives

#### **Evaluate alternatives**

- Identify pros and cons of each alternative
- Develop cost estimates
- Identify finance strategies and possible fee structures
- Identify long term management structures

### Preliminary Engineering Report (PER)

Engineer completes a PER if project will involve public funds for construction

#### Report on work so far:

- Existing conditions
- · Need for project
- Alternatives considered

# Recommend a wastewater (or drinking water) project:

- · Preliminary design
- Project schedule
- · Permit requirements
- Sustainability
- Financing

#### Other Tasks - Depending on Proposal

Additional work may be necessary before proceeding to final design

#### Secure land

- Legal agreements with landowners, land trusts and other entities
- Preliminary purchase and sale
- Zoning and other land use permitting issues

#### Secure funding

- Coordinate with business and housing projects that need wastewater
- Income surveys to qualify for USDA-RD funds
- Apply for public funds
- Engage public in preparation for bond vote
- · Set up a local loan program

### Decide on system management

- Who will be responsible for long term system management?
- How will fees be structured and collected?

**GOAL** 

Wastewater project ready for

bond vote

final design

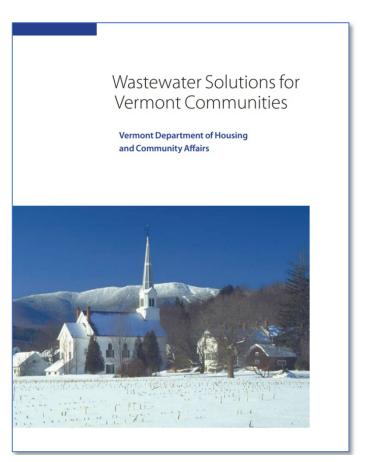
construction

PROJECT COORDINATOR

### Where to Find Help



https://rcap.org/wp-content/uploads/2016/01/RCAP-Getting-Your-Project-to-Flow-Smoothly.pdf



http://accd.vermont.gov/sites/accdnew/files/documents/C D/CPR/DHCD-Planning-WW-Treatment-Options-Guidance.pdf

### **Guidebooks for Getting Started**

# Where to Find Help

PROGRAM	ASSISTANCE AVAILABLE	CONTACT
Vermont Pollution Control Planning Advance	Planning advances for unsewered villages, up to \$25,000	Lynnette Claudon Lynnette.Claudon@Vermont.gov 802-490-6226
Vermont Clean Water State Revolving Fund (CWSRF)	Planning, design, and construction loans for clean water projects, currently no funding cap.	Tom Brown Thomas.Brown@vermont.gov 802-622-4205
Vermont Drinking Water State Revolving Fund (DWSRF)	Planning, design, and construction loans for drinking water projects, currently no funding cap.	Ashley Lucht Ashley.Lucht@vermont.gov 802-585-4904
USDA-RD	Construction loans and grants for clean water and drinking water projects & more.	Jon Muise jon.muise@vt.usda.gov
Municipal Planning Grant (MPG)	State grants up to \$22,000 fund a wide range of community planning needs.	Faith Ingulsrud  Faith.Ingulsrud@vermont.gov  802-839-0964
Vermont Community Development Program (VCDP)	Federal grants for Planning and implementing projects that benefit people of low and moderate incomes.	Nate Cleveland nathan.cleveland@vermont.gov 802-828-2998
RCAP Solutions	Assistance with planning, finance, project development, administration, operation and maintenance. Free for eligible communities.	Mark Johnson mjohnson@rcapsolutions.org 802-505-1037
Windham Regional Commission	Community organization support, education & outreach, proposal development, plan elements, and project administration.	Emily Davis edavis@windhamregional.org 802-257-4547 x116
Vermont DEC Environmental Assistance Office	Information resources and non-regulatory environmental compliance assistance to municipalities and businesses	Ed Antczak  Ed.Antczak@Vermont.gov
Village Center Designation	State designation supports the historic center and targets training and financial incentives to bring additional public and private investment to the village.	Richard Amore Richard.Amore@Vermont.gov